

Appendix III. The TASS System Menu

The menu items identifying the functions available in TASS appear on the left side of the TASS system screen in a vertical list. The major menu items (functions) are listed in the table below:

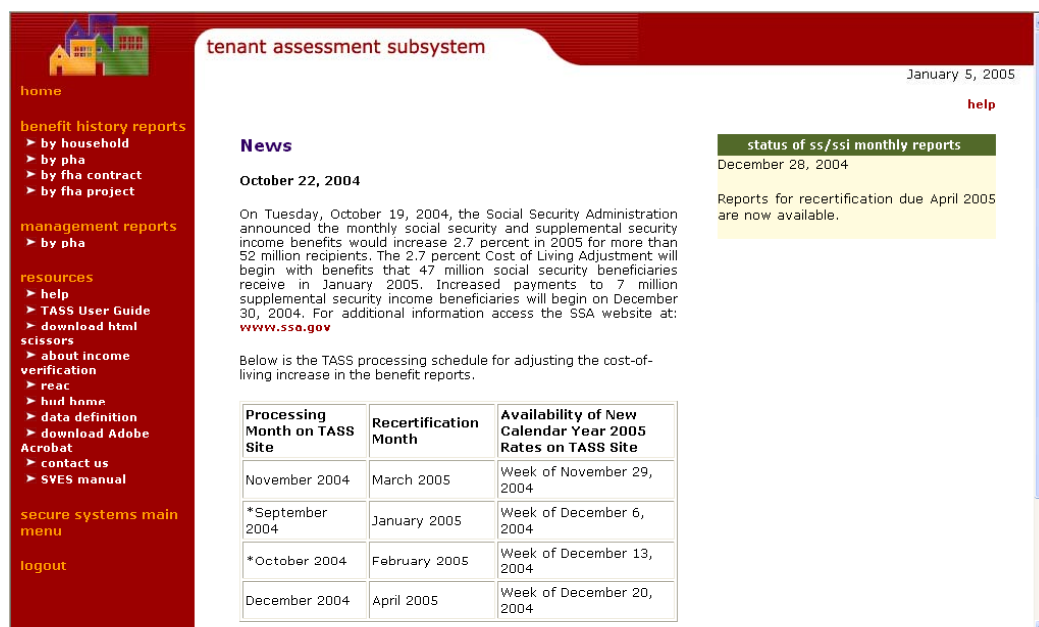


Figure 9. TASS Home Page

| Menu Item/Function | Description |
|---------------------------------|---|
| Benefit History Reports: | Used to view Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports generated as a result of the monthly SS and SSI match conducted by TASS for tenants due for re-certification. PHAs may search for and view reports by Household or PHA. O/As may search for and view reports by FHA Contract, FHA Project or Household. |
| Management Reports: | Used to access the PHA Usage Reports. Authorized users can search and view the TASS Usage summary statistics by Field Office or PHA and also download summary statistics for all Field Offices. |
| Resources: | Used to access online resources for the following functions: <ul style="list-style-type: none"> ▪ Help—provides access to list all the help screens available on TASS. By clicking on one of the items in the list, the user is able to view the associated Help text. |



| Menu Item/Function | Description |
|----------------------------------|--|
| | <ul style="list-style-type: none">▪ TASS User Guide—a link to the current version of the TASS User Guide▪ Download HTML Scissors—allows the user to download and install HTML Scissors. HUD provides this software utility to facilitate the printing of Benefit History and Income Discrepancy reports on separate pages for each individual family member.▪ About income verification—a link to the REAC Income Verification web page▪ REAC—a link to the REAC Home Page▪ HUD Home—a link to the HUD Home Page▪ Data Definition—allows the user to view or print the definition and description of the data provided on the Benefit History, Income Discrepancy and Error reports.▪ Download Adobe Acrobat—allows the user to download and install Adobe Acrobat Reader. This is a free utility which is required to access and print the Benefit History Reports in PDF format.▪ Contact Us—provides the user with directions for contacting various HUD-REAC offices including TASS.▪ SVES manual—provides a link to a PDF version of SSA's State Verification and Exchange (SVES) manual |
| Secure Systems Main Menu: | Used to return to the Secure Systems Main Menu. |
| Logout: | Used to exit the HUD Secure Systems environment. In order to reduce the risk of unauthorized access to TASS data, users should log off the system if they are leaving their computer unattended for an extended period. |